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ABSTRACT

The Charter and Bylaws outline the purposes, functions and powers of the new Spring Hill College Senate, which is composed of 13 faculty members and 4 students. The Senate is intended to function as a deliberative body and board of appeals in the areas of: academic policies and goals; student personnel policies and goals; policies and goals related to business, finance and development matters having a direct bearing on line functions of the College. Administrative authority does not reside in the Senate. (JS)

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Charter
of the
Spring Hill College Senate

The Board of Trustees of Spring Hill College hereby establishes The Spring Hill College Senate as a deliberative body in line functions and as a board of appeals.

ARTICLE I

Name

The name shall be The Spring Hill College Senate, or, in contexts in which there is no likelihood of misinterpretation, The Senate.

ARTICLE II

Function and Authority

Sec. 1: In this charter and in the bylaws of The Spring Hill College Senate, the terms, deliberative body and line functions, are to be understood as follows:

A deliberative body is a policy-making and legislative body, and not an administrative body.

Line functions are those which contribute directly to the fulfillment of the educational endeavors and objectives of Spring Hill College. The line functions are mainly those administered by the Academic Division and the Division of Student Personnel.

Sec. 2: The Board of Trustees of Spring Hill College delegates to the Senate deliberative authority to make or change policies in line functions and, in case of appeal, to judge the justice or accuracy of their application. Thus the Senate is a deliberative body and board of appeals in the following matters: 1) academic policies and goals, 2) student personnel policies and goals, 3) those policies and goals concerned with business, finance, and development which have a direct bearing on line functions.

Sec. 3: The Board of Trustees does not delegate administrative authority to the Senate. Administrative authority in line functions resides in the President, Vice-President, Dean, Dean of Students, and the Department Chairmen.

Sec. 4: In delegating this authority to the Senate, the Board of Trustees of Spring Hill College reserves for itself the right to veto any decision of the Senate. However, when the right of veto is exercised the reasons for the veto will be communicated to the Senate.

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Sec. 5: The Senate has the right to assume approval of the Board of Trustees if, within thirty days after the passage of any item of business by the Senate, the Board of Trustees has failed to exercise its right of veto or has remained silent.

ARTICLE III

Composition

Sec. 1: The Senate shall be composed of thirteen (13) representatives of the faculty and four (4) of the student body.

Sec. 2: The executive officer and Chairman of the Senate shall be the Vice-President of the College.

Sec. 3: The Senate shall form four permanent committees, each of which shall act as an advisory group to the executive officer of one administrative division of the College and as a liaison between the Senate and that officer.

Approved by the Board of Trustees of Spring Hill College on November 8, 1968.

Bylaws
of
The Spring Hill College Senate

ARTICLE I

Name

The name shall be The Spring Hill College Senate, or, in contexts in which there is no likelihood of misinterpretation, The Senate.

ARTICLE II

Purposes and Objectives

Sec. 1: The Senate shall represent and unite the faculty and student body in the formation of policy in the line functions of the College.

Sec. 2: The Senate shall serve as a board of appeals to which any member of the academic community may present a case of serious consequence in which he feels line policy has been incorrectly or unjustly applied. The right of appeal shall not apply in any instance in which a standing committee of the Senate or faculty is already constituted as a final board of appeals.

ARTICLE III

Officers of the Senate

Sec. 1: The Vice-President of the College shall be ex officio the Chairman of the Senate.

Sec. 2: A Vice-Chairman of the Senate shall be elected from and by the membership for a one-year term.

Sec. 3: A Secretary of the Senate shall be chosen by the Chairman from the membership for a one-year term.

ARTICLE IV

Duties of Officers

Sec. 1: The Chairman shall preside at all meetings; shall introduce for consideration in the Senate matters which have come to his attention in the execution of his office as Vice-President of the College and which he believes to be within the authority of the Senate; shall report all recommendations and policy decisions to the President and other administrators of the College; determine the agenda before each meeting so that it may be distributed in advance to senators, administrative officers, faculty, and Student Government.

Sec. 2: The Vice-Chairman shall preside at meetings in the absence of the Chairman, and shall serve as parliamentarian and maintain order at all meetings.

Sec. 3: The Secretary shall be responsible for the recording of the minutes of all Senate meetings and for the distribution of these minutes to the senators; for the preparation and distribution of a report of each meeting of the Senate to senators, administrative officers, the faculty, and Student Government; for receiving correspondence from the faculty and students and for acknowledging its receipt. The Secretary shall transmit all official correspondence to the Chairman and Vice-Chairman of the Senate, so that provision for it may be made in the agenda of the Senate. The Secretary shall maintain the official copies of the charter and bylaws of the Senate as amended and approved to date, and keep a record of the annual faculty and student election returns until the next annual election.

ARTICLE V

Composition

Sec. 1: The Senate shall consist of seventeen (17) members.

Sec. 2: Of those seventeen, eight (8) shall be faculty representatives of the various academic divisions.
Three (3) to represent the Humanities
Two (2) to represent the Physical Sciences and Mathematics
Two (2) to represent the Behavioral Sciences
One (1) to represent Commerce.

Sec. 3: Of those seventeen, five (5) shall be representatives of the faculty at large.

Sec. 4: Of those seventeen, four (4) shall be student representatives:
One (1) senior
One (1) junior
One (1) sophomore
One (1) representative of the Student Government.

ARTICLE VI

Terms of Office

Sec. 1: Senators representing the academic divisions shall serve three-year terms.

Sec. 2: Senators representing the faculty at large shall serve two-year terms.

Sec. 3: Student senators shall serve one-year terms.

Sec. 4: No one may be elected to Senate membership more than twice consecutively.

Sec. 5: Any senator who becomes ineligible for membership under Article VII shall be asked to resign and will be replaced in accordance with Article IX, Section 3.

ARTICLE VII

Qualifications for Membership

Sec. 1: Full-time faculty members who have been on full-time status at Spring Hill College during the previous year qualify for membership. Professional librarians qualify for membership after one year of service at Spring Hill College.

Sec. 2: To qualify for election as a representative of an academic division, a faculty member shall be on the faculty of that specific division.

Sec. 3: Students who were in full-time attendance during the previous academic year at Spring Hill College and are pursuing a full-time course of studies, and who are in good disciplinary standing and have at least a 2.5 grade point average qualify for membership.

Sec. 4: The student representing Student Government shall be a member of Student Government.

Sec. 5: To qualify for election as a representative of a particular class, a student shall be a member of that class and shall not be a member of the Student Government.

Sec. 6: The Senate shall prepare and distribute a list of faculty qualified for election to the Senate prior to the annual elections.

Sec. 7: The Registrar shall prepare and distribute a list of students qualified for election to the Senate prior to the annual elections.

ARTICLE VIII

Qualifications for Electors

Sec. 1: The President of the College shall prepare a list of qualified faculty and administrative electors. This list shall be published prior to the annual elections.

Sec. 2: A faculty member shall be qualified to vote, if he meets the qualifications for membership in the Senate. Full-time administrative officers and professional librarians shall be qualified to vote after one year's service at Spring Hill College.

Sec. 3: A student shall be qualified to vote, if he has been in full-time attendance at Spring Hill College during the previous academic year.

ARTICLE IX

Elections

Sec. 1: The Senate shall supervise and conduct the election of all faculty senators. Student Government shall supervise and conduct the election of student senators and shall file a complete list of election returns with the Secretary of the Senate.

Sec. 2: Annual elections for divisional senators shall be held during the second week of the fall term; annual elections for the senators representing the faculty at large and the students shall be held during the third week of the fall term.

Sec. 3: All qualified faculty and administrative electors shall vote for all faculty senators.

Sec. 4: Only students wh. are members of the class shall vote for the student senator from that class.

Sec. 5: Only the members of Student Government shall vote for the senator representing Student Government.

Sec. 6: Any vacancy occurring in the Senate between annual elections shall be filled until the next election by an appointment of the President of the College after reviewing the returns of the previous election.

Sec. 7: All elections shall be by secret ballot.

Sec. 8: All newly elected senators shall assume office at the first meeting of the Senate subsequent to their election.

ARTICLE X

Duties of Members

Sec. 1: The primary duty of all senators shall be to pursue the interests of the entire College community.

Sec. 2: The secondary duties of the senators representing the academic divisions shall be to carry into the Senate the opinions which prevail among the faculty of their academic division, to reflect those opinions in their voting, and to introduce issues for possible inclusion in future agenda which are of special interest to their constituents, and in the interest of the College.

Sec. 3: The secondary duties of the senators representing the faculty at large are similar to those of the divisional representatives, except that they shall attempt to reflect the prevailing opinions of the entire College community.

Sec. 4: The secondary duties of the student senators shall be to reflect the prevailing opinions of their constituents.

Sec. 5: All senators are expected to be diligent in attending meetings and in fulfilling committee assignments.

Sec. 6: Failure of a senator to observe the responsibilities of his office shall render him liable to appropriate action by the Senate.

ARTICLE XI

Committees

Sec. 1: The four permanent committees of the Senate shall be the Academic Committee, the Student Personnel Committee, the Business and Finance Committee, and the Development Committee.

Sec. 2: The executive officer of each administrative division shall be ex officio the chairman of the permanent committee that represents his division in the Senate.

Sec. 3: The general functions of each permanent committee shall be:

1) to act as liaison between the appropriate administrative division and the Senate.

2) to introduce to the Senate new business proposals concerning policy changes, plans, and opinions on behalf of that administrative division,

3) to consider in committee with the appropriate administrative officer new business, policy changes and plans introduced in the Senate which affect the division,

4) to meet regularly with the appropriate administrative officer, and any other advisers he may choose, to give advice in line matters and to keep open the lines of communication between the division and the Senate.

Sec. 4: The Academic Committee shall be concerned with academic policies and goals, including curriculum and curriculum reform; faculty obligations, welfare, privilege, and status (promotion and tenure); methods of instruction; standards of admission; financial aid; degree requirements; and library policy.

Sec. 5: The Student Personnel Committee shall be concerned with student personnel policies and goals including housing and food, standards of conduct, social life, student organizations and activities, and intercollegiate and intramural athletics.

Sec. 6: The Business and Finance Committee shall be concerned with policy matters of the Business and Finance Office which have a direct bearing on line functions, including Bookstore, housekeeping and physical surroundings, student insurance, campus security, and faculty benefits.

Sec. 7: The Development Committee shall be concerned with policy matters of the Development Office which have a direct bearing on line functions, including student recruitment and proposals for grants from foundations and government agencies.

Sec. 8: The Senate may form and dissolve ad hoc and standing committees of the Senate and appoint non-senators to these committees.

ARTICLE XII

Meetings and Quorums

Sec. 1: The Senate shall convene at least monthly in open meetings during the regular academic year and more often in special open or closed meetings as the occasion requires.

Sec. 2: Two-thirds of the elected membership (12) shall constitute a quorum.

Sec. 3: Each elected member shall have one vote. A simple majority of the votes of those members present shall be required for approval of any consideration before the Senate, changes in the bylaws excepted. In the event of a tie the Chairman of the Senate shall cast a deciding vote.

Sec. 4: Unless provision of the bylaws indicates otherwise, meetings shall be conducted according to Robert's Rules of Order, Revised.

ARTICLE XIII

New Business

Sec. 1: Any new business may be introduced by the Chair or from the floor at any Senate meeting.

Sec. 2: Any new business involving a policy change may not be voted on at the meeting in which it is introduced.

ARTICLE XIV

Communications

Sec. 1: The Secretary of the Senate shall be responsible for the distribution of a report of each meeting and the agenda for the next meeting of the Senate to senators, administrative officers, faculty, and Student Government.

Sec. 2: Minutes of the meetings shall not be distributed to anyone except senators

until they have been approved.

Sec. 3: The Chairman of the Senate shall be responsible for communicating all policy recommendations and decisions of the Senate to the President of the College, as the Executive Officer of the Board of Trustees, and to other officials of the College.

Sec. 4: Faculty and students may communicate in writing with the Senate through the Chairman or the Secretary of the Senate. Such communication from the faculty and students is to be acknowledged upon receipt.

ARTICLE XV

Amendments

Sec. 1: The Senate shall have the authority to amend these bylaws. A two-thirds majority of the elected membership is necessary to carry any amendment.

Sec. 2: A review of these bylaws shall be undertaken at least every three years.

Approved by the Board of Trustees of Spring Hill College on November 8, 1968.